

~~SECRET~~

EYES ONLY

18 June 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-06 to GS-07

25X1A9a

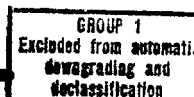
1. [REDACTED] entered on duty from the Secretarial pool as a Secretary-Steno, Grade GS-05, position number 108 on 4 April 1965. She was assigned to the Biological Sciences Division as a replacement for the Division secretary and has performed in that capacity since that date. Her most recent advancement in grade is dated 1 January 1967 with a periodic step increase effective 31 December 1967. She is currently assigned to and performing duties of a GS-07 slot in the Division T/O.

25X1A9a

2. Since the time of her last promotion, [REDACTED] has continued to demonstrate, very strongly, continued effective and professional growth in her position. She is not only a most capable worker in accomplishing the basic requirements of the position which includes supervision of one junior secretary, but performs her duties in a most cooperative, cheerful and loyal manner. Her competence and knowledge of Agency, as well as ORD, procedures and requirements has been a major factor underlying a smooth and efficient operation. Beyond the basic requirements of the position, she displays unusual initiative and judgement, bordering on duties in the administrative series, to minimize the amount of detail material routed to her supervisor. She has also been specifically commended by the Administrative Office/ORD for an exemplary job in establishing a Records Management Program and a Records Retirement Program for the Office of Research and Development.

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approved

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[REDACTED]
GS-06 to GS-07

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3. In view of [REDACTED] record of strong performance and continued growth potential, I strongly recommend that she be promoted to the GS-07 grade level.

25X1A9a/s/

[REDACTED]
AC/BSD/ORD

RECOMMEND APPROVAL:

SIGNED

Chairman, Special Panel, ORD

7/9/68

Date

APPROVAL:

SIGNED

Director of Research and Development

7/17/68

Date

Distribution:

- Orig. & 1 - Addressee
- 1 - Special Panel/ORD ✓
- 1 - PO/ORD
- 1 - BSD/ORD

EYES ONLY

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